



VILLAGE OF BISCAYNE PARK
Village Commission Agenda Report

#9.a

REGULAR MEETING

TO: Honorable Mayor & Members of the
Biscayne Park Village Commission

FROM: Sharon P. Ragoonan, Village Manager

DATE: December 6, 2016

TITLE: Village Manager's Report

Staffing Plan for Essential Positions:

Due to the recent resignation of our Police Chief and Code Compliance Officer, as well as the expected departure of the Village Clerk, a staffing plan was developed to fill these positions as well as the part-time Administrative Clerk and Public Works Manager positions as provided below:

Code Compliance Officer and Part-Time Administrative Clerk

November 2016	Post job announcement: <ul style="list-style-type: none">• Biscayne Park• Florida League of Cities• Florida Association of Code Enforcement (Code)• Miami-Dade County Municipal Clerks Association (Clerk)• Florida Association of City Clerks (Clerk)• Craigslist (Clerk)
December 2016	Appointment of a temporary code officer. Review applications/resumes and interview suitable candidates.
January 2017	Begin employment and introduce at Village Commission meeting.

Police Chief

December 2016	Appointment of Interim Police Chief. Post job announcement: <ul style="list-style-type: none">• Biscayne Park• Florida Police Chief's Association• Miami-Dade County Association of Chiefs of Police• Broward County Chiefs of Police Association• Palm Beach County Association of Chiefs of Police Assemble Chief of Police Search Committee.
January 2017	Review applications/resumes, identify suitable candidates, and

	mail questionnaire.
February 2017	Review written responses to questionnaire and narrow candidate pool for 1:1 interview with Village Manager. Conduct interview with each candidate. Schedule "Meet and Greet" appointment with each Village Commissioner, the Village Manager and finalist.
March 2017	Swear-in Police Chief.

Note: The publication of the monthly newsletter is suspended until the official appointment is completed.

Village Clerk

December 2016	Post job announcement: <ul style="list-style-type: none"> • Biscayne Park • Florida League of Cities • Miami-Dade County Municipal Clerks Association • Florida Association of City Clerks Assemble Village Clerk Search Committee.
January 2017	Review applications/resumes and identify suitable candidates. Conduct interview and test with candidates.
February 2017	Begin employment and introduce at Village Commission meeting.

Public Works Manager

Evaluating the feasibility of outsourcing the technical aspects of the position to include and not limited to septic tank maintenance and cleaning, installation of community signage and bus shelter, sidewalk and road repairs, and repairs to facilities and equipment.

Traffic Control Program:

Traffic enforcement is a priority of the Police Department and a Traffic Control Program was implemented to reduce speeding and prevent accidents.

Speed trailers have been deployed to the 10900 block of Griffing Blvd to advise drivers of their speed in both directions as well as serve as a warning. Police Officers will run separate radar speed enforcement on the north and south ends of Griffing Blvd as well as NE 8th Avenue during the peak hours of 7:00 am to 9:00 am and again at 4:00 pm to 6:00 pm. Additionally, there have also been complaints of speeding on NE 6th Avenue so they will also run a separate radar detail from 11:00 am to 1:00 pm in this area. On NE 6th Avenue, the department installed two permanent radar posts at 113th Street and 121st Street, which also serves to advise drivers of speed and act as a warning to motorists.

Traffic details are planned for other streets to concentrate on stop sign violations and other traffic enforcement specifically NE 8th Avenue and 10th Avenue, and northbound NE 6th Avenue.

Normally there are two officers on shift and therefore the traffic points rotate in areas that are most effective for enforcement. Furthermore, these traffic posts are subject to the police officer's availability as calls for service and serving as back-up on traffic stops will take priority. The Police Department will evaluate this plan of action at the end of a two week cycle and address any areas of concern or implement additional tactics as needed.

On a related police matter, the areas of NE 117th Street to 121st Street and between 10th and 12th Avenue are targeted for high visibility patrols due to recent criminal activity.

Comprehensive Annual Financial Audit:

Village staff is meeting with the auditor to discuss recent discoveries in the manner transactions were recorded in the past and affecting the balance in other books. When staff tries to correct a problems, another account goes out of balance. The goal of the meeting is to determine the best course of action to reconcile the books and complete the audit.

Schedule of Financial Reporting to the Village Commission:

The Village Commission will receive a financial update on a monthly basis, and the schedule is provided below.

Village of Biscayne Park
2017 Schedule of Financial Reporting to the Village Commission

2016	
October	Monthly Report Ending August 31, 2016
November	At the November 1, 2016 meeting, the final budget amendments were presented which also served as the financial reporting for the period ending September 30 th , 2016 (FY 2015-16).
December	None. New Village Commission installation and orientation.
2017	
January	Presentation of the Comprehensive Annual Financial Report (CAFR) and monthly reports Ending October 30 th and November 30 th , 2016 (FY 2016-17).

February	Quarterly Report (2016 October, November December)
March	Monthly Report Ending January 31 st , 2017
April	Monthly Report Ending February 28 th , 2017
May	Quarterly Report (2017 January, February, March)
June	Monthly Report Ending April 30 th , 2017
July	Monthly Report Ending May 31 st , 2017
August	Quarterly Report (2017 April, May, June)
September	Monthly Report Ending July 31 st , 2017
October	Monthly Report Ending August 31 st , 2017
November	Presentation of FY 2016-17 final budget amendments.
December	Monthly Report Ending October 31 st , 2017 (FY 2017-18).

Prepared by: Sharon P. Ragoonan, Village Manager